



DEPARTMENT OF STATE

WASHINGTON D.C.

FOREIGN CURRENCY BULLETIN NO. 1

December 7, 1964

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TO THE HEADS OF EXECUTIVE DEPARTMENTS AND ESTABLISHMENTS

SUBJECT: Use of Excess Foreign Currencies for Travel, Transportation, Per Diem and Related Costs.

1. Purpose

The information contained in this bulletin is provided at the request of the Bureau of the Budget to assist agencies in the use of U. S. -owned foreign currencies for the payment of travel, transportation, per diem and related expenses of employees, uniformed personnel, grantees, employees of contractors or others whose travel is on official government business or in connection with activities financed by the U. S. Government, including the travel of dependents where authorized.

2. Excess Currencies Available

The Treasury Department determines, usually at annual intervals, that its supply of available U. S. -owned currencies of certain countries is in excess of probable requirements of the United States for the coming year. The lists of such currencies are announced in Bulletins of the Bureau of the Budget. The information contained in this Bulletin deals only with the use of U. S. -owned currency of the countries listed at this time as excess countries.

Designation by the Treasury Department that its holdings of a foreign currency is excess to current requirements does not automatically make these currencies available for payment of travel and transportation expenses. The authorized uses of the currency depends upon the terms of the individual agreement signed with each country under the agricultural Trade Development and Assistance Act of 1954 as amended (Public Law 480). The agreements with the countries currently listed by the Bureau of the Budget as excess countries now include use by the U. S. Government for official travel and transportation purposes, though the specific limitations differ from country to country as described below.

3. Limitations on Use

At the present time the limitations on this use for travel and transportation are as follows:

- a. In general there are no limitations on use of these currencies for travel and transportation costs where the travel or transportation purchased originates in the excess currency country.
- b. Travel and Transportation costs incurred in movements terminating in or transiting the excess currency countries:

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<u>Country</u>	<u>Currency</u>	<u>General Approved Uses</u>
Burma	Kyat	Air travel terminating in Burma; Air travel transiting Burma with official stopover in Burma; Air freight shipments terminating in Burma.
India	Rupee	Air travel terminating in India; Air freight shipments terminating in India. (Air travel transiting India is not an approved use.)
Israel	Pound	Air travel to and through Israel; Surface travel to and through Israel; *Air freight shipments to Israel; *Surface freight shipments to Israel; (*Includes but not limited to baggage, household effects, motor vehicles and supplies).
Pakistan	Rupee	Air travel terminating in Pakistan; Air freight shipments terminating in Pakistan. (Air travel transiting Pakistan is not an approved use.)
Poland	Zloty	Air travel to and through Poland; *Air freight shipment to Poland; *Surface freight shipments to Poland; (*Includes but not limited to baggage, household effects, motor vehicles and supplies.) Surface travel to and through Poland. (NOTE - Surface travel to and through Poland must be purchased by the American Embassy, Warsaw, Poland, if payment is to be made in Zlotys. Advise the Embassy by mail, or wire in urgent cases, of the names of all travelers (including dependents), their routing, dates of travel, modes of travel, address for mailing tickets and reference to enclosed TR's, GBL's or other documents. Allow adequate time for procurement and mailing of tickets.)
United Arab Republic	Pound	Air travel terminating in the U. A. R. ; Air travel transiting U. A. R. with stopover in the U. A. R. ; Air freight shipments terminating in the U. A. R.
Yugoslavia	Dinar	Air travel terminating in Yugoslavia; Air travel transiting Yugoslavia with stopover in Yugoslavia.

- c. Connecting Travel. Most of the agreements with the above listed countries provide for connecting air travel in the United States as part of the authorized international travel. To include such connecting travel in the through ticketing payable in foreign currency the TR should be presented to an office of the international carrier which will be used in departing from or entering the United States. Tickets purchased from such an office may of course provide connecting air travel to or from any point in the United States.

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4. Procurement of Travel and Transportation Service

The same documents and procedures are used for purchase of travel and transportation tickets or services payable in excess foreign currencies as for U. S. dollars. In issuing and exchanging SF-1169 Government Transportation Requests (TR's), SF-1103 Government Bills of Lading (GBL's), or other procurement document the form must clearly state that it is payable in foreign currency. Where this notation on payment in foreign currency is omitted the carrier may demand payment in U. S. dollars. The "Bill to" portion of the TR, GBL or other procurement document must contain three instructions: (1) the name of the requesting agency, (2) the address to be billed, and (3) the instruction on payment in foreign currency. For example: "USIA, c/o American Embassy, Rangoon, Burma - Payment to be made in Burmese Kyats."

The Embassy billing address and corresponding currencies in the excess currency countries are:

<u>Embassy Billing Address</u>	<u>Currency</u>
Rangoon, Burma	- Burmese Kyats
New Delhi, India	- Indian Rupees
Tel Aviv, Israel	- Israeli Pounds
Karachi, Pakistan	- Pakistan Rupees
Warsaw, Poland	- Polish Zlotys
Cairo, United Arab Republic	- U. A. R. Pounds
Belgrade, Yugoslavia	- Yugoslav Dinars

Any preprinted information in the "Bill to" space of TR's and GBL's inconsistent with the above instructions should be deleted.

5. Notification of Procurement

In procuring international travel or transportation in accordance with information in this Bulletin, the traveler or office issuing the TR, GBL or other procurement document will forward the memorandum or appropriate advance copy as provided in the administrative travel procedures of the issuing department or agency. Where those procedures provide for forwarding such copies to the "Bill to" address, in this case the Embassy which will pay the carrier in the designated foreign currency, the copies should be forwarded as follows:

- a. Documents originating in the United States should be mailed to the addressed American Embassy, c/o Department of State, Washington, D. C. 20520.
- b. Copies of TR's, GBL's, other documents or correspondence relating to procedures described in this Bulletin mailed from points outside the United States should be sent via the American Embassy or nearest U. S. Consulate in the country where mailed with the request stated on an inside envelope containing the documents: "Please forward via Diplomatic Pouch to American Embassy, _____". Such documents should be sent through official channels whenever possible. A. P. O. addresses may be used where available. If feasible to personally deliver documents to an American Embassy or Consulate for forwarding to another country, this should be done in preference to use of open mail.

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6. Delegation of Certifying Authority

Any agency designating an Embassy for payment of travel and transportation bills which does not have its own authorized certifying officer stationed there, must in accordance with Treasury Department Circular No. 125 Rev., authorize Department of State certifying officers at the appropriate Embassy to certify vouchers against its appropriations or funds cited on TR's, GBL's or other documents. With such delegation the carrier bills will be certified and submitted to the U. S. Disbursing Officer for payment in U. S. -owned excess foreign currency.

Many agencies have already delegated unlimited certifying authority to Department of State certifying officers at overseas posts, and others have delegated limited authority. Agencies making delegations should forward them in writing to the Office of Finance, Department of State, Washington, D. C. 20520. Information regarding delegations may be obtained from the Office of Finance, telephone code 182, ext. 6888. Agencies whose activities fall under the provisions of this Bulletin are encouraged to delegate certifying authority for use in all excess currency countries.

7. Monthly Reports

The U. S. Disbursing Officer at each Embassy will render Statement of Transactions, SF-1221, monthly to each agency to account for disbursements made on its behalf. Agencies which have not already done so should provide the Office of Finance, Department of State, Washington, D. C. 20520 with the address to which the SF-1221 is to be mailed.

If a department or agency using this service has multiple bureau or office addresses for receipt of SF-1221's this must be clearly stated and each "bureau" or "office" abbreviated designation should be associated with each address just as it will appear in the "Bill to" space on TR's, GBL's or other procurement documents. Provided the carriers bill separately on Voucher Form SF-1171 for such breakdowns, the SF-1221's will be prepared and mailed to these separate accounting addresses. Where this is not feasible at the Embassy it will be up to each agency in Washington to distribute these charges to their internal offices and bureaus and to notify Treasury of any necessary adjustments.

8. Per Diem and Personal Expenses

Agencies should instruct travelers in methods to minimize use of U. S. dollars for travel and per diem expenses in the excess currency countries. If U. S. dollar travel advance (by cash or check) is made to the traveler to include official travel expenses while in excess currency countries he should be told to convert these U. S. dollars plus any other funds he intends to use for personal expenses into U. S. -owned foreign currency of such countries upon arrival. This should be done through accommodation exchange service provided by U. S. Disbursing Officers at the appropriate American Embassy or by Cashiers at the U. S. Consulates listed below:

<u>Country</u>	<u>Embassy</u>	<u>Consulate</u>
Burma	Rangoon	
India	New Delhi	Bombay Calcutta Madras
Israel	Tel Aviv	
Pakistan	Karachi	Dacca Lahore Peshwar

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<u>Country</u>	<u>Embassy</u>	<u>Consulate</u>
Poland	Warsaw	Poznan
United Arab Republic	Cairo	Alexandria
Yugoslavia	Belgrade	Port Said

Embassy Disbursing Officers and Cashiers at Consulates may exchange U.S. -owned foreign currency of the country where located for U.S. currency, Treasury checks, personal checks, travelers checks or other negotiable instruments drawn in U.S. dollars. A passport or other adequate identification must be shown when requesting accommodation exchange.

Travelers should be advised to purchase all their local currency needs in the excess countries by accommodation exchange prior to paying hotel bills, buying transportation tickets, etc.

Travelers should take a supply of personal or travelers checks for conversion to local currency by accommodation exchange for official costs and personal expenses while in an excess foreign currency country.

9. Exchange

Normally agencies will be charged the U.S. dollar equivalent at the rate used by the Disbursing Officer for official U.S. expenditures prevailing at the time of payment of carriers bills presented to Embassies for payment in local currency. U.S. -owned foreign currency purchased by accommodation exchange offers the most favorable rate legally available in the countries. Under no circumstances should any traveler representing the U.S. Government become involved in black market transactions. To do so subjects the traveler to disciplinary actions. Government per diem rates in foreign countries are based on the official rate of exchange used by the U.S. Disbursing Officer.

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AVAILABILITY OF EXCESS FOREIGN CURRENCIES FOR
TRAVEL AND TRANSPORTATION - PER DIEM AND RELATED COSTS
EFFECTIVE 25 AUGUST 1970

A. TRAVEL AND TRANSPORTATION:

<u>Country</u>	<u>Currency</u>	<u>General Approved Use</u>	<u>FCB #</u>
Ceylon	Ceylonese Rupees	Air travel terminating in Ceylon	6
Ghana	New Ghanaian Cedis	Air travel to and through Ghana, air freight shipments to Ghana	5
India	Rupee	Air travel terminating in India, air freight shipments terminating in India, air travel transiting India with official stopover (24-hour) for official business in India	1 10
Israel	Pound	Air travel to and through Israel, surface travel to and through Israel, air freight shipments to Israel, surface freight shipments to Israel	1
Morocco	Dirham	Air travel to and through Morocco, air freight shipments to Morocco	3
Pakistan	Rupee	Air travel terminating in Pakistan, air freight shipments terminating in Pakistan, air travel transiting Pakistan with official stopover in Pakistan	1 4
Poland	Zloty	Air and surface travel to and through Poland, air and surface freight shipments to Poland	1 & 3

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<u>Country</u>	<u>Currency</u>	<u>General Approved Use</u>	<u>FCB #</u>
Tunisia	Dinars	Air travel to and through Tunisia, air freight shipments of unaccompanied baggage and official supplies terminating in Tunisia, air travel terminating in Tunisia, air travel transiting Tunisia with stopover in Tunisia, air freight shipments of unaccompanied baggage and official supplies terminating in Tunisia	2, 7, 8 11
United Arab Republic	Pound	Air travel terminating in the U. A. R., air travel transiting U. A. R. with stopover in the U. A. R., air freight shipments terminating in the U. A. R.	1
Yugoslavia	Dinar	Air travel terminating in Yugoslavia; air travel transiting Yugoslavia with stopover in Yugoslavia	1

B. PER DIEM AND RELATED EXPENSES:

<u>Country</u>	<u>Embassy</u>	<u>Consulate</u>	<u>FCB #</u>
Burma	Rangoon	Mandalay	1 3
Ceylon	Colombo		3
Ghana	Accra		3
Guinea	Conakry		3
India	New Delhi	Bombay Calcutta Madras	1 1 1

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<u>Country</u>	<u>Embassy</u>	<u>Consulate</u>	<u>FCB #</u>
Indonesia	Djakarta	Medan Surabaya	3 3
Israel	Tel Aviv	Jerusalem	1 3
Morocco	Rabat	Casablanca Tangier	3 3
Pakistan	Rawalpindi	Karachi (Embassy Branch Office) Dacca Lahore Peshwar	3 1 1 1
Poland	Warsaw	Poznan	1
Sudan	Khartoum		3
Tunisia	Tunis		3
United Arab Republic	Cairo	Alexandria Port Said	1 1
Yugoslavia	Belgrade	Zagreb	1 3